

DA EXCEPTION REPORT PROCEDURES

Perform the following steps to retrieve your DA Exception Report on Mondays and Thursdays after your agency file is sent to mainframe.

1A. On the Login page, click the **DA Exception Report** link under the Help Menu Options.



DAWeb Auditor Controller v 2.2.3.4 Welcome, User

User Name

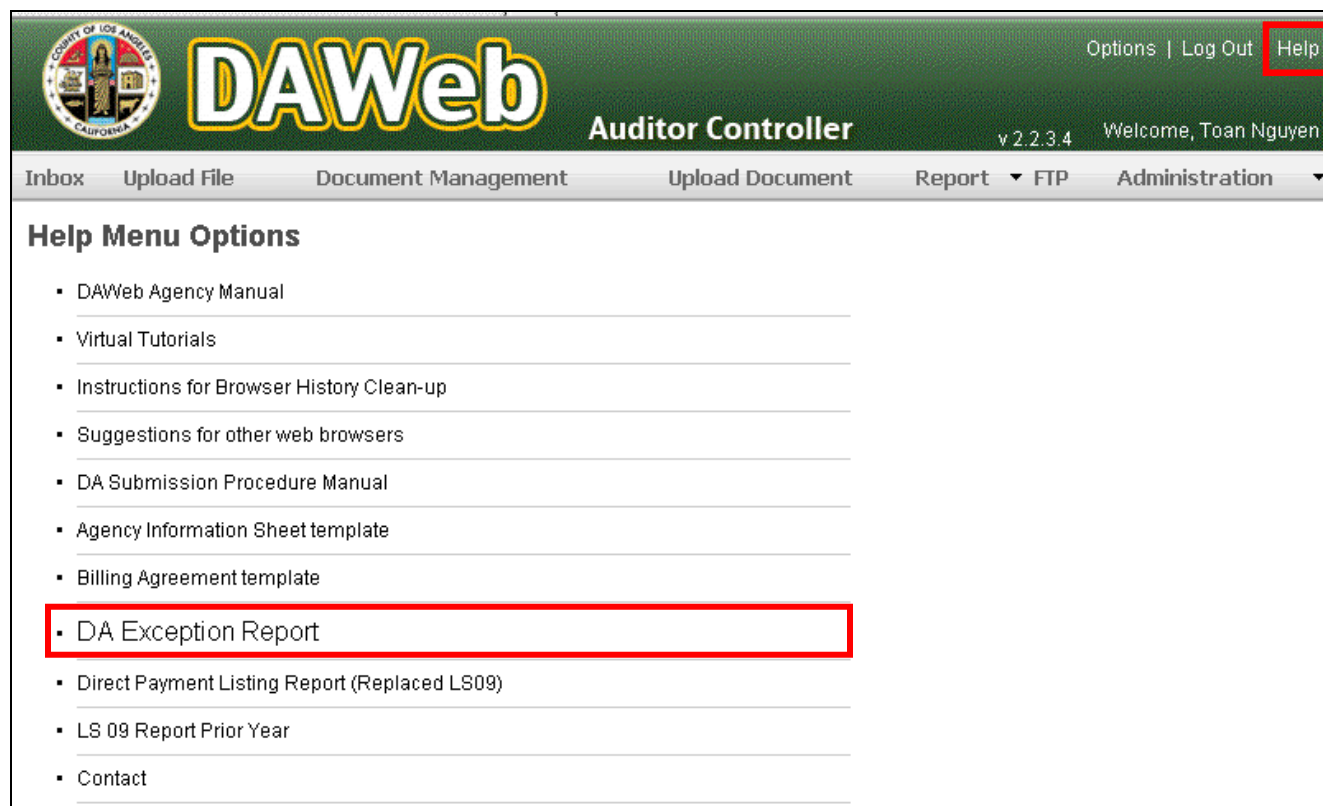
Password

[Log In](#)
[Forgot Password](#)

Help Menu Options

- [DAWeb Agency Manual](#)
- [Virtual Tutorials](#)
- [Instructions for Browser History Clean-up](#)
- [Suggestions for other web browsers](#)
- [DA Submission Procedure Manual](#)
- [Agency Information Sheet template](#)
- [Billing Agreement template](#)
- [DA Exception Report](#)
- [DA Payment Listing Report \(Replaced LS09\)](#)
- [LS 09 Report Prior Year](#)
- [Contact](#)

NOTE: To access the DA Exception Report link after logging into DAWeb, click the **Help** link to go to the Help Menu Options page.



DAWeb Auditor Controller v 2.2.3.4 Welcome, Toan Nguyen

[Options](#) | [Log Out](#) | [Help](#)

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Help Menu Options

- [DAWeb Agency Manual](#)
- [Virtual Tutorials](#)
- [Instructions for Browser History Clean-up](#)
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- [DA Submission Procedure Manual](#)
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- [Direct Payment Listing Report \(Replaced LS09\)](#)
- [LS 09 Report Prior Year](#)
- [Contact](#)

- 1B. The DA Exception Report is stored on the Department of Auditor-Controller website. Begin the process by entering your agency number and click the **Submit** button.

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DA Exception Report

Enter Your Agency Number. **Submit**

Agency Number should NOT contain decimal and should include leading zeroes, i.e. acct 36.92 = 03692.

NOTE: Exception reports will be available every Monday and Thursday after 11:00AM during the current year DA Roll Build-Up season.

- 1C. To access the report, click on a date that does not display 'No exceptions occurred'.

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DA Exception Report

Enter Your Agency Number. **Submit**

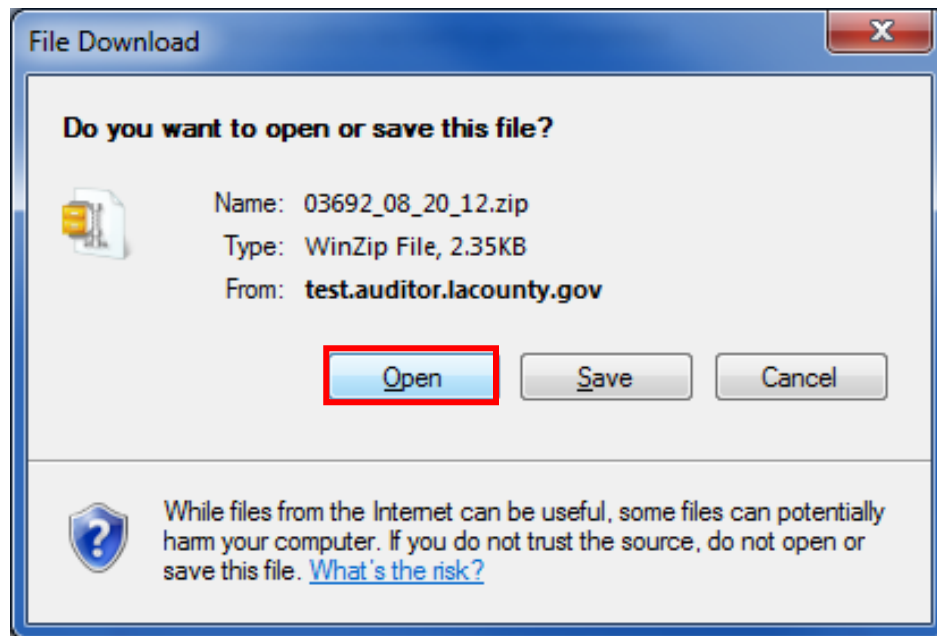
Agency Number should NOT contain decimal and should include leading zeroes, i.e. acct 36.92 = 03692.

NOTE: Exception reports will be available every Monday and Thursday after 11:00AM during the current year DA Roll Build-Up season.

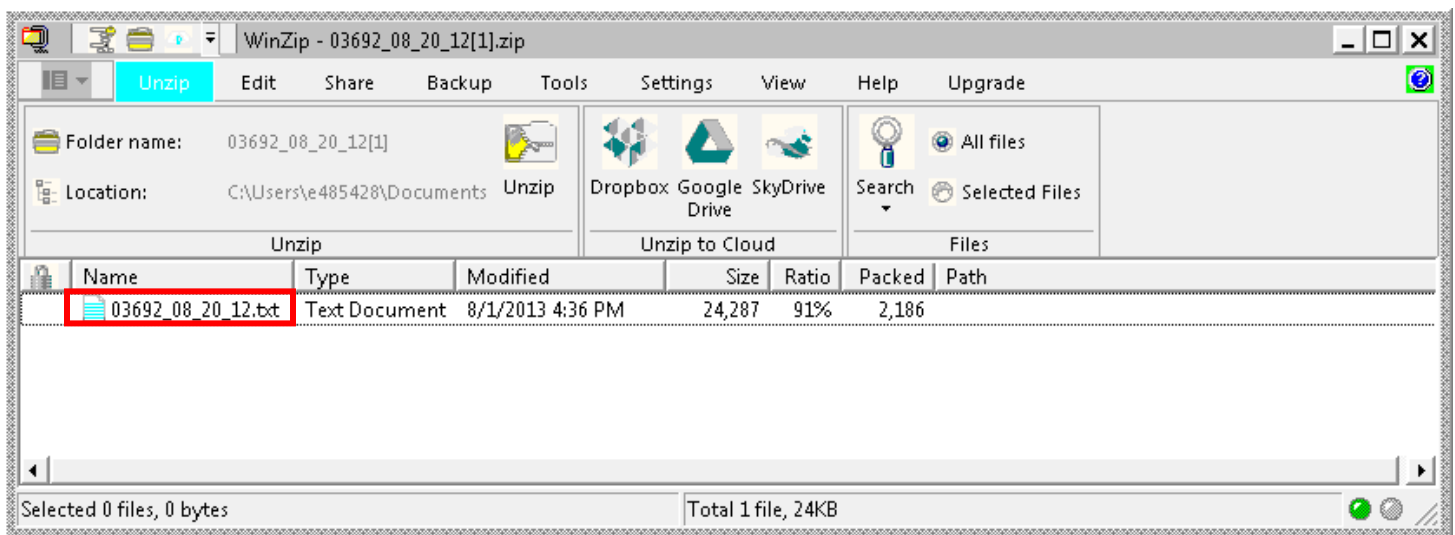
Agency Number: 03692

Update Number	Run Dates
1	08/02/12 (No exceptions occurred)
2	08/06/12 (No exceptions occurred)
3	08/09/12 (No exceptions occurred)
4	08/13/12 (No exceptions occurred)
5	08/16/12 (No exceptions occurred)
6	08/20/12

1D. When the File Download pop-up message appears, click the **Open** button



1E. When the WinZip window appears, double-click the file name.



1F. Displayed below is a sample of a DA Exception Report. The report can be saved or printed for your records. To **print** the report, proceed to steps **1G to 1M**.

03692_08_20_12.txt - Notepad

File Edit Format View Help

PAGE 1

DIRECT ASSESSMENT EXCEPTION REPORT FOR ACCOUNT NUMBER-03692

PREPARED DATE: 08/20/12
PGM:EXCEPT

ACCT NUM	BATCH NUMBER	PARCEL NUM	C D	YR	SEQ	RECYCLE LINE NUMBER	AUTH #	REASON ORIGIN	DA AMOUNT	HASH TOTAL	ERROR CODES
03692	I03692	8940021001	1	2012	000	23104691104	000153	LC	0000000005574	00000000005574	280
		8940038018	6	2012	000	23104691125	000153	LC	0000000001564	00000000001564	220
		8940065015	2	2012	000	23104691214	000153	LC	0000000009955	00000000009955	280
		8940109003	2	2012	000	23104691261	000153	LC	0000000001227	00000000001227	280
		8940109004	1	2012	000	23104691262	000153	LC	0000000001227	00000000001227	280
		8940133029	2	2012	000	23104691342	000153	LC	0000000001917	00000000001917	280
		8940133032	7	2012	000	23104691345	000153	LC	0000000000409	00000000000409	280
		8940141004	4	2012	000	23104691355	000153	LC	0000000001851	00000000001851	280
		8940161002	4	2012	000	23104691409	000153	LC	0000000003197	00000000003197	280
		8940161003	3	2012	000	23104691410	000153	LC	0000000007156	00000000007156	280
		8940161008	8	2012	000	23104691412	000153	LC	0000000005795	00000000005795	280

1G. To format the report, click **File** then click **Page Setup...**

03692_08_20_12.txt - Notepad

File Edit Format View Help

New Ctrl+N
Open... Ctrl+O
Save Ctrl+S
Save As...
Page Setup...
Print... Ctrl+P
Exit

DIRECT ASSESSMENT EXCEPTION REPORT FOR ACCOUNT NUMBER-03692

PREPARED DATE: 08/20/12
PGM:EXCEPT

ACCT NUM	BATCH NUMBER	PARCEL NUM	C D	YR	SEQ	RECYCLE LINE NUMBER	AUTH #	REASON ORIGIN	DA AMOUNT	HASH TOTAL	ERROR CODES
03692	I03692	8940021001	1	2012	000	23104691104	000153	LC	0000000005574	00000000005574	280
		8940038018	6	2012	000	23104691125	000153	LC	0000000001564	00000000001564	220
		8940065015	2	2012	000	23104691214	000153	LC	0000000009955	00000000009955	280
		8940109003	2	2012	000	23104691261	000153	LC	0000000001227	00000000001227	280
		8940109004	1	2012	000	23104691262	000153	LC	0000000001227	00000000001227	280
		8940133029	2	2012	000	23104691342	000153	LC	0000000001917	00000000001917	280
		8940133032	7	2012	000	23104691345	000153	LC	0000000000409	00000000000409	280
		8940141004	4	2012	000	23104691355	000153	LC	0000000001851	00000000001851	280
		8940161002	4	2012	000	23104691409	000153	LC	0000000003197	00000000003197	280
		8940161003	3	2012	000	23104691410	000153	LC	0000000007156	00000000007156	280
		8940161008	8	2012	000	23104691412	000153	LC	0000000005795	00000000005795	280

1H. Perform the following steps on the Page Setup window:

- Select **Landscape** under Orientation.
- Set all Margins to **0.25**.
- Click the **OK** button.

The screenshot shows the 'Page Setup' dialog box with the following settings:

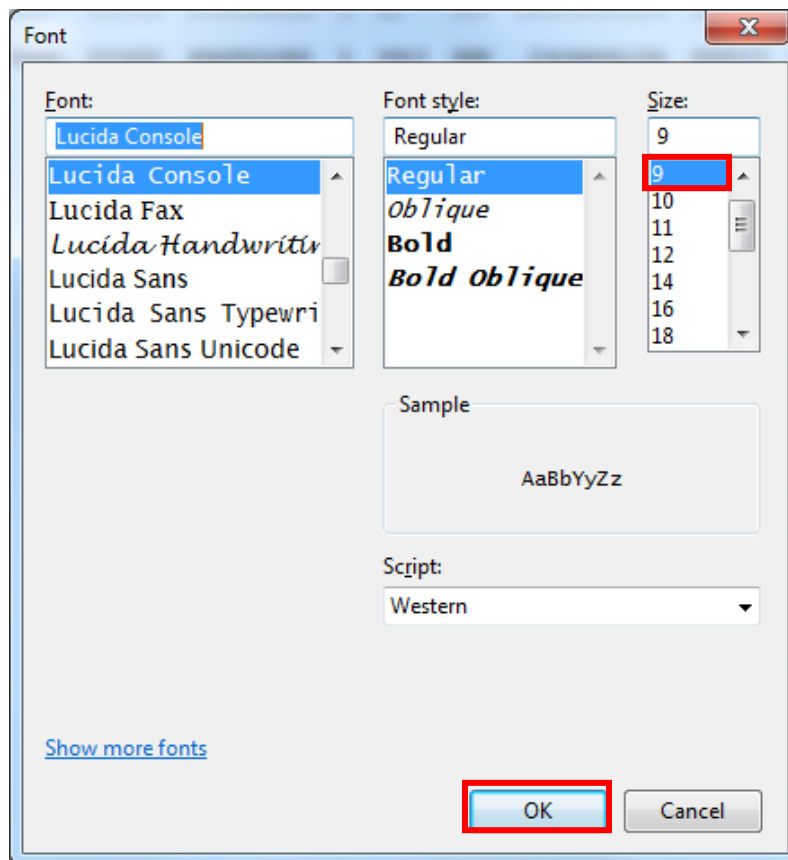
- Paper:** Size: Letter, Source: Automatically Select
- Orientation:** ☒ Landscape
- Margins (inches):** Left: 0.25, Right: 0.25, Top: 0.25, Bottom: 0.25
- Header:** &f
- Footer:** Page &p
- Buttons:** OK and Cancel

1I. For additional formatting, click **Format** then click **Font**.

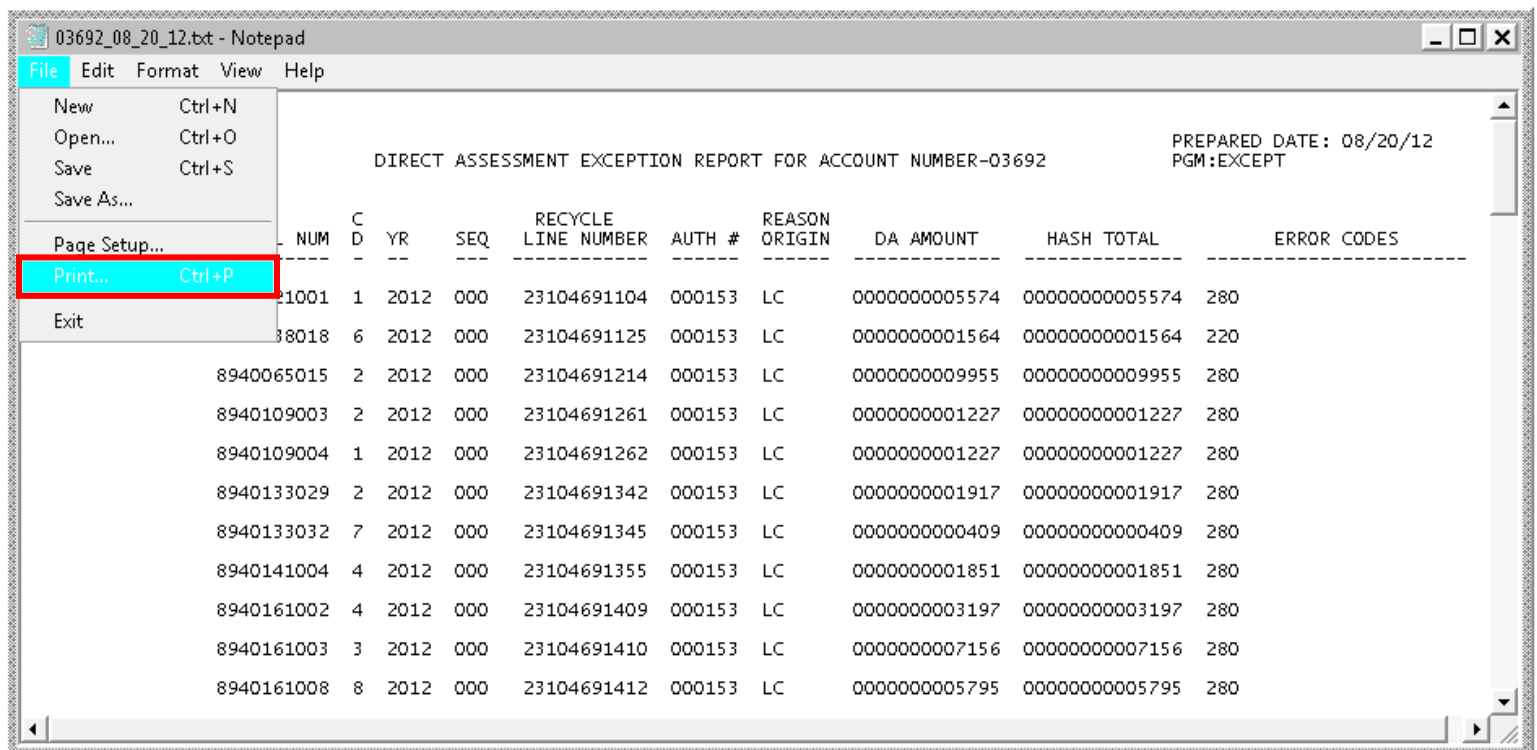
The screenshot shows a Notepad window titled '03692_08_20_12.txt - Notepad'. The 'Format' menu is open, and the 'Font...' option is highlighted. The text content is a table of data for account number 03692.

ACCT NUM	BATCH NUMBER	PARCEL NUM	C D	YR	SEQ	RECYCLE LINE NUMBER	AUTH #	REASON ORIGIN	DA AMOUNT	HASH TOTAL	ERROR CODES
03692	I03692	8940021001	1	2012	000	23104691104	000153	LC	0000000005574	00000000005574	280
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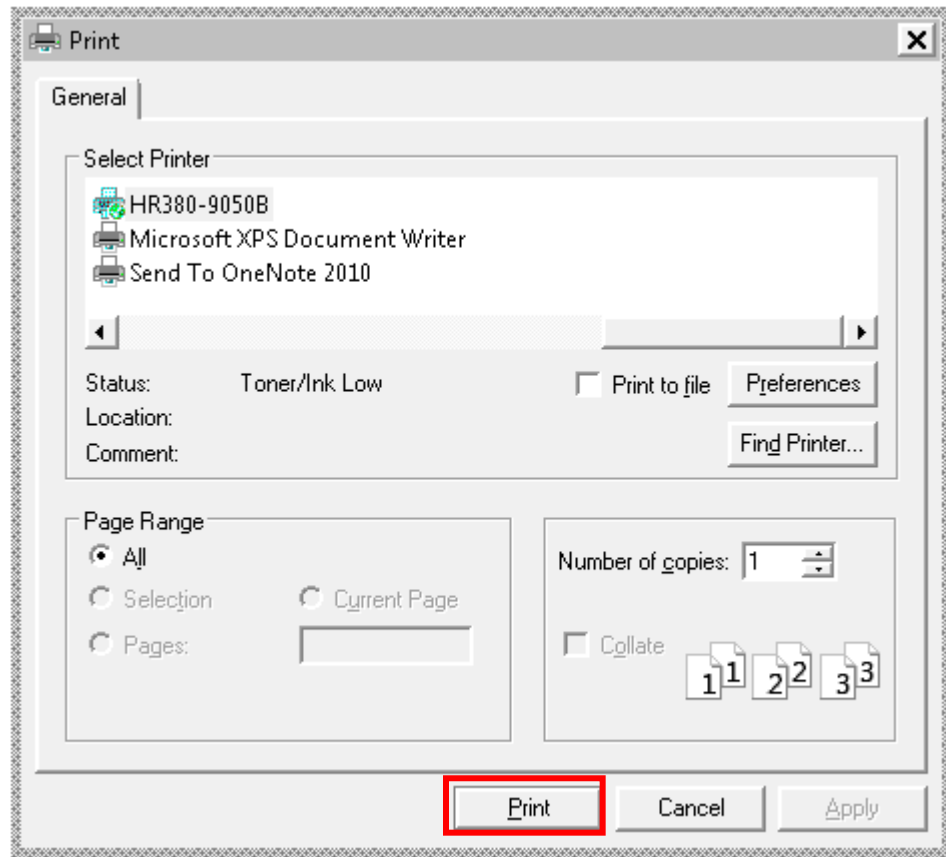
1J. Change the font size to **9** and click the **OK** button



1K. To print the report, click **File** then click **Print**.



1L. Click the **Print** button and the report will print to your assigned printer.



1M. Click the 'x' button to close the document.

ACCT NUM	BATCH NUMBER	PARCEL NUM	C D	YR	SEQ	RECYCLE LINE NUMBER	AUTH #	REASON ORIGIN	DA AMOUNT	HASH TOTAL	ERROR CODES
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		8940161008	8	2012	000	23104691412	000153	LC	0000000005795	00000000005795	280